

# Training Opportunities

REV 10/02/2014

On-Going State Resource							
Date/ Time	Course Title	Agency	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
On-going Self- Paced	Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Corel WordPerfect, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, and Windows and Mac Operating Systems Course	State Library of Kansas	\$0	<b>Sarah Tenefeld-Dubois</b> at: <a href="mailto:Sarah.Tenfelde-Dubois@library.ks.gov">Sarah.Tenfelde-Dubois@library.ks.gov</a>	Online	All Employees	LearningExpress Library is a set of online resources funded and made available to all Kansans, at no cost, by the State Library of Kansas. These resources may be accessed through the State Library's website. LearningExpress, LLC is an educational technology company founded with the mission to help adult and student learners improve basic skills required for academic and career success. <a href="http://www.learningexpresslibrary3.com/?AuthToken=895C9A93-31CF-45C5-814C-A0788C14776D">http://www.learningexpresslibrary3.com/?AuthToken=895C9A93-31CF-45C5-814C-A0788C14776D</a>

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employees agency

October 2014 Course Information							
Date/ Time	Course Title	Agency	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
10/7/2014 8:30am-4:30pm	Outlook Level 1	KDOT	\$60.00	<b>Ingrid Vanderfort</b> at: <a href="mailto:Ingrid@Ksdot.org">Ingrid@Ksdot.org</a>	Eisenhower Sunflower Training Room	All Employees	Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders
10/9/2014 8:30am-4:00pm	Coaching for Employee Development	DCF	\$0	<b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@dcf.ks.gov">william.griffiths@dcf.ks.gov</a>	DCF LC, Room C	Supervisors	This training will enhance the practice of effective coaching and feedback to support high performance of individual employees. The goal of this training will be to enable supervisors to conduct more effective job performance coaching conversations with all their employees in a manner that will increase employee engagement, satisfaction, and performance.
10/9/2014 8:30am-3:30pm	Dealing with Difficult People	KDOT	\$0	<b>Leslie Gish</b> at: <a href="mailto:lgish@ksdot.org">lgish@ksdot.org</a>	Eisenhower Auditorium B	All Employees	This course will help participants learn to distinguish 10 recognizable difficult behaviors, and deal successfully with each of them. While you can't change difficult people, you can communicate with them in such a way that they change themselves.
10/14/2014 8:30am-3:30pm	Windows Basics	KDOT	\$60.00	<b>Ingrid Vanderfort</b> at: <a href="mailto:Ingrid@Ksdot.org">Ingrid@Ksdot.org</a>	Eisenhower Sunflower Training Room	All Employees	Students will identify and open objects on the Windows Desktop, use the Windows XP Help and Support Center, Navigate the folder hierarchy and search for files by using My Computer and Windows Explorer, Manage files and folders and work with the Recycle Bin, Create simple word processing documents and drawings by using the WordPad and Paint accessories, Customize the desktop by creating desktop shortcuts and using the Control Panel and Browse the Internet by using Internet Explorer and turn off Windows.
10/14/2014-10/16/2014 (3 Days) 8:30am-4:30pm	Leadership and Supervisory Issues	DCF	\$0	<b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@dcf.ks.gov">william.griffiths@dcf.ks.gov</a>	DCF LC, Room C	Supervisors	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving and Communication. Participants learn and practice new knowledge and skills for on-the-job application through activities completed in the classroom.

10/15/2014 9:00am- 12:00pm	The Happiness Advantage	KDOT	\$0	<b>Leslie Gish</b> at: <a href="mailto:lgish@ksdot.org">lgish@ksdot.org</a>	Eisenhower Tower	All Employees	This course introduces participants to the Happiness Advantage to promote positive behaviors in life and in the workplace. Participants will learn the importance of overcoming stress and negativity to create a work environment that is pleasant and stimulating. Participants will learn how stress affects team members differently and how to recognize when it is hurting productivity.
10/15/2014 1:00pm- 4:00pm	Mission Not Impossible (Generations)	KDOT	\$0	<b>Leslie Gish</b> at: <a href="mailto:lgish@ksdot.org">lgish@ksdot.org</a>	Eisenhower Tower	All Employees	This course discusses the major dynamics affecting the workplace today by introducing participants to the five generations of the workplace. This training introduces leaders to a practical approach in handling the sticky situations that arise from generational gaps. Participants will gain a better understanding of why each of the five generations perform the way they do.
10/21/2014 8:30am- 3:30pm	Word Level 1	KDOT	\$60.00	<b>Ingrid Vanderfort</b> at: <a href="mailto:Ingrid@Ksdot.org">Ingrid@Ksdot.org</a>	Eisenhower Sunflower Training Room	All Employees	Explore the Word environment; create, save, and close documents; and use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; and use the Undo and Redo commands. Select text; copy and move text; and use the Find and Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing.
10/30/2014 9:30am- 12:00pm	Sexual Harassment in the Workplace: Charting a New Course	DCF	\$0	<b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@dcf.ks.gov">william.griffiths@dcf.ks.gov</a>	DCF LC, Room D	Managers and Supervisors Only	This training will consist of lecture, a video, discussions, and large and small group exercises. The purpose of the training is to provide supervisors with an in-depth knowledge of sexual harassment. This training will include discussions about perceptions and boundaries; the EEO definitions and guidelines; responsibilities of a supervisor; discussion pertaining to the difference between a hostile work environment and an unhealthy work environment.

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## November 2014 Course Information

Date	Course Title	Agency	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
11/4/2014 9:00am-11:00am	Document Accessibility	DCF	\$0	<b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@dcf.ks.gov">william.griffiths@dcf.ks.gov</a>	DCF LC, Computer Lab	Any Employee	Most PDF documents are created in another format, so creating an accessible document before converting it to PDF can greatly reduce the amount of cleanup work required to make it accessible and usable by all. Since the primary authoring tool for documents is Microsoft Word 2010, this two-hour course presents the basic strategies for creating accessible and usable documents and specific techniques available in Microsoft Word 2010. The deficiencies in converting to PDF format and automated accessibility checks are also addressed because they can affect the accessibility and usability of the document converted to PDF format. Accessibility issues related to Word forms, Excel spreadsheets, and PowerPoint presentations are also discussed.
11/5/2014 8:30am-3:30pm	Whale Done	KDOT	\$0	<b>Leslie Gish</b> at: <a href="mailto:lgish@ksdot.org">lgish@ksdot.org</a>	Salina	All Employees	This course helps participant understand the problem of performance management which simply catching people doing things wrong. The Whale Done! Approach seeks to build trust, accentuating the positive and when mistakes occur, redirect the energy back to the correct response. It is contagious and will help work groups increase productivity, improve employee morale and achieve better results.

11/6/2014	PDF Accessibility	DCF	\$0	<b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@dcf.ks.gov">william.griffiths@dcf.ks.gov</a>	DCF LC, Computer Lab	Any Employee	<p>Since current practices often include the creation and distribution of online content in PDF format, PDF documents must adhere to the accessibility requirements of Kansas Information Technology Policy 1210. It is essential that best practices for creating and remediating PDF documents of all types be clearly understood and utilized for these PDF documents to be accessible and usable by all.</p> <p>This three-hour course presents best practices for:</p> <ul style="list-style-type: none"> <li>- identifying the accessibility violations (non-compliance with Kansas Information Technology Policy 1210) of PDF documents using both automated and manual testing</li> <li>- remediating PDF documents that are non-compliant with Kansas Information Technology Policy 1210</li> </ul> <p>We will use Adobe Acrobat Pro to evaluate and remediate sample PDF documents to illustrate the concepts, practices, techniques and strategies presented.</p> <p>Concepts and techniques covered will also provide the foundation required for ensuring the accessibility and usability of PDF forms</p>
11/6/2014 9:00am-12:00pm	PDF Form Accessibility	DCF	\$0	<b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@dcf.ks.gov">william.griffiths@dcf.ks.gov</a>	DCF LC, Computer Lab	All Employees	<p>This training provides a basic understanding of the concepts, techniques, and practices used to create and remediate PDF forms to ensure that they are accessible and usable.</p> <p>This training will use Adobe Acrobat Pro and Adobe LiveCycle Designer to evaluate, remediate, and create sample PDF forms to illustrate the concepts, practices, techniques and strategies presented.</p>
11/6/2014 8:30am-10:30pm	Test Taking Success	KDOT	\$0	<b>Leslie Gish</b> at: <a href="mailto:lgish@ksdot.org">lgish@ksdot.org</a>	Eisenhower Auditorium A	All Employees	This course prepares participants to easily overcome test anxiety and successfully pass required testing obligations.
11/6/2014 8:30am-4:00pm	Building High Performance Teams	DCF	\$0	<b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@dcf.ks.gov">william.griffiths@dcf.ks.gov</a>	DCF LC, Room C	Any Employee	To equip employees with knowledge and tools needed to build and support highly performing teams in the dynamic workplace of today.
11/13/2014 8:30am-3:30pm	Excel Level 1	KDOT	\$60.00	<b>Ingrid Vanderfort</b> at: <a href="mailto:Ingrid@Ksdot.org">Ingrid@Ksdot.org</a>	Eisenhower Sunflower Training Room	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.

11/13/2014	New Employee Orientation	Dept of Admin	\$0	<b>Allison Conklin</b> at: <a href="mailto:allison.conklin@da.ks.gov">allison.conklin@da.ks.gov</a>	DCF LC, Room D	New Employees	Learn about your new employer, the State of Kansas! This course will increase your awareness of State of Kansas employment policies, procedures, rights, responsibilities and benefits to help you positively connect, engage and support the achievement of your agency's mission, vision and goals-aligned with State of Kansas' direction and roadmap. This course covers the required topics identified in Personnel Bulletin 14-01.
11/20/2014-11/21/2014 ( 2 Days) 8:30am-3:30pm	Access Level 1	KDOT	\$80.00	<b>Ingrid Vanderfort</b> at: <a href="mailto:Ingrid@Ksdot.org">Ingrid@Ksdot.org</a>	Eisenhower Sunflower Training Room	All Employees	Organize data efficiently by using a database management system; start Access and open Access databases; and use the Help feature. Plan and create a database; use Datasheet view and Design view; and create tables and work in tables. Modify a table's design; use the Find feature and the spelling checker; and sort, filter, and delete records. Set field properties; create input masks; set validation rules; and create single and multiple-field indices. Create queries, and sort and filter the results; modify queries; and perform operations in queries. Create, modify, and work with forms; and use them to find, sort, and filter records. Create reports by using Auto Report, the Report Wizard, Design view, and queries; and modify and print report.
11/12/2014 10:00am-12:00pm	Ouch! That Stereotype Hurts for Employees	KDOT	\$0	<b>Leslie Gish</b> at: <a href="mailto:lgish@ksdot.org">lgish@ksdot.org</a>	Eisenhower State Office Building	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job and in the end will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people and how these opinions can impact our communication styles and behavior in a positive or negative way.
11/19/2014 8:30am-11:30am	4 Steps to Better Mentoring	KDOT	\$0	<b>Leslie Gish</b> at: <a href="mailto:lgish@ksdot.org">lgish@ksdot.org</a>	Eisenhower Auditorium A	Any Employee	This course is a basic 4-step program which will introduce a practical and positive approach to mentoring not only new employees but training current employees in a new skill. This course is for anyone looking to improve their mentoring and basic training skills.
11/19/2014 1:00pm-4:00pm	Effective Teamwork	KDOT	\$0	<b>Leslie Gish</b> at: <a href="mailto:lgish@ksdot.org">lgish@ksdot.org</a>	Eisenhower Auditorium A	Any Employee	This course emphasizes conflict communication that is positive, constructive, and healthy. When conflict is managed competently, it has the power to help a group make high-quality decisions. Teams will learn to harness the power of conflict to stimulate critical thinking and make better decisions.

11/19/2014 8:30am-4:00pm	Coaching for Employee Development	DCF	\$0	<b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@dcf.ks.gov">william.griffiths@dcf.ks.gov</a>	DCF LC, Room C	Supervisors	This training will enhance the practice of effective coaching and feedback to support high performance of individual employees. The goal of this training will be to enable supervisors to conduct more effective job performance coaching conversations with all their employees in a manner that will increase employee engagement, satisfaction, and performance.
11/20/2014 10:00am-12:00pm	Sexual Harassment Awareness	KDOT	\$0	<b>Leslie Gish</b> at: <a href="mailto:lgish@ksdot.org">lgish@ksdot.org</a>	Eisenhower Auditorium A	Any Employee	Identify behaviors that can be considered harassment. Explain the effects that harassment has on people. Discuss and examine personal feelings about harassment. Promote the concept that harassment of any type is a form of discrimination and will not be tolerated. Discuss KDOT's policies and procedures related to harassment.

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## December 2014 Course Information

Date	Course Title	Agency	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
12/2/2014 8:30am-3:30pm	Excel Level 3	KDOT	\$60.00	<b>Ingrid Vanderfort</b> at: <a href="mailto:Ingrid@Ksdot.org">Ingrid@Ksdot.org</a>	Eisenhower Sunflower Training Room	All Employees	Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify; and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing and comparing large amounts of data; change PivotTable view by moving fields and by hiding and showing details; improve the appearance of a PivotTable by changing its field settings and applying a format; and create a PivotChart to graphically display data from a PivotTable. Export data from Excel to a text file, and import data from a text file into an Excel workbook; import XML data into a workbook, and export data from a workbook to an XML data file; and use Microsoft Query and the Web query feature to import data from external databases.
12/9/2014 8:30am-4:30pm	Word Level 2	KDOT	\$60.00	<b>Ingrid Vanderfort</b> at: <a href="mailto:Ingrid@Ksdot.org">Ingrid@Ksdot.org</a>	Eisenhower Sunflower Training Room	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table AutoFormat command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and FootersWorking with StylesCreating labels and envelopesWorking with GraphicsRevisions in a document
12/9/2014-12/10/2014 (2 Days) 8:30am-3:30pm	Access Level 2	KDOT	\$80.00	<b>Ingrid Vanderfort</b> at: <a href="mailto:Ingrid@Ksdot.org">Ingrid@Ksdot.org</a>	Eisenhower Sunflower Training Room	All Employees	Normalize tables, set table relationships, and implement referential integrity between related tables. Create a Lookup list field, modify Lookup field properties, and use a subdatasheet to add data to related tables. Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data. Add unbound controls, graphics, calculated fields, and a combo box to a form.



12/11/2014 8:30am-4:30pm	Excel Level 2	KDOT	\$60.00	<b>Ingrid Vanderfort</b> at: <a href="mailto:Ingrid@Ksdot.org">Ingrid@Ksdot.org</a>	Eisenhower Sunflower Training Room	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells and workbooks, define and apply cell and range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists and create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert and edit hyperlinks in worksheets, and send a workbook via e-mail.
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### January 2015 Course Information

Date	Course Title	Agency	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
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Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employees agency

### February 2015 Course Information

Date	Course Title	Agency	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
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Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employees agency

### March 2015 Course Information

Date	Course Title	Agency	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
3/23/2015 1:00am-3:00pm	Ouch! That Stereotype Hurts for Employees	KDOT	\$0	<b>Leslie Gish</b> at: <a href="mailto:lgish@ksdot.org">lgish@ksdot.org</a>	Eisenhower State Office Building	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job and in the end will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people and how these opinions can impact our communication styles and behavior in a positive or negative way.

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employees agency